



**Teaching Assistant**  
**Job description**  
**Grade 3**

## **Job Purpose**

To work under the instruction and guidance of teaching / senior staff to undertake work / care / support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.

## **Duties and Responsibilities:**

### **Supporting Pupils**

- Attend to the pupil's personal needs, and implement related personal programmes, including social, health, physical, hygiene, medication, first aid and welfare matters, as appropriate.
- Deliver pastoral and learning support.
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Use specialist (curricular/learning) skills/training/experience to support the pupil.
- Assist with the development and implementation of Action Plans / Behaviour Plans / EHCPs
- Establish constructive relationships with pupils, act as a role model, set high expectations and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Support individuals / groups of children and take responsibility for their learning.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage pupils in activities.
- Set challenging and demanding expectations; motivate, promote self-esteem and independence to encourage them to achieve.
- Provide feedback to pupils in relation to progress and achievement.

### **Supporting Teachers**

- Work with the teacher to establish an appropriate learning environment.
- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Monitor and evaluate the pupil's responses to learning activities through observation and

- planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
  - Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested.
  - Undertake marking of the pupil's work and accurately record achievement/progress.
  - Promote positive values, attitudes and good pupil behaviour, be proactive in dealing with conflict and incidents in line with school policy and encourage pupils to take responsibility for their own behaviour.
  - Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents, or as directed.
  - Administer and assess routine tests and invigilate exams.
  - Provide general administration tasks including preparing displays.
  - Input and analyse pupil data and assessment information as directed by the class teacher and/or line manager.
  - Support the class teacher at parent evening appointments and school events.

## **Supporting the Curriculum**

- Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses / needs.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Undertake programmes linked to curriculum.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Help pupils to access learning activities through specialist support.

## **Supporting the School**

- Be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, as advised, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learning and develop.
- Contribute to the overall ethos / work / aims of the school.
- Assist in the general care of the school environment, a
- Establish constructive relationships and communication with other agencies / professionals in liaison with the teacher, to support achievement and progress of the pupil.
- Attend and participate in relevant meetings as required.
- Participate in personal and professional development activities to meet the changing demands of the job and encourage and support other staff in their development and training.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist with the supervision of pupils out of lesson times, including break and

lunchtimes.

- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Within an agreed system of supervision, to facilitate learning during short periods of teacher absence for planned meetings.
- Undertake all such duties as are reasonable and appropriate to the nature of the post as determined by the Headteacher and commensurate of the grade.

*NB: All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement and progress. Any changes will take account of salary / status / hours and will be subject to discussion, in accordance with the guidance note on contractual changes.*



**Person Specification**  
**Teaching Assistant**

<b>Job Title: Teaching Assistant</b>		<b>Grade 3</b>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>• Understanding of relevant codes of practice / legislation e.g. <i>'Keeping Children Safe in Education'</i></li> <li>• Working knowledge of National Curriculum and other relevant learning programmes</li> <li>• A basic understanding of the principles of child development and learning processes and in particular, barriers to learning</li> <li>• A variety of behaviour management strategies</li> <li>• Full understanding of the range of support services and providers</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to children and adults</li> <li>• Ability to work constructively and effectively as part of a team</li> <li>• Ability to utilise ICT effectively to support and evidence learning</li> <li>• Ability to monitor, record and make basic assessments about individual progress and liaise with appropriate staff about this</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> <li>• Assist the children and work with the teacher in planning, evaluating and adjusting lessons/work plans for individuals, groups of pupils or a whole class as appropriate</li> <li>• Ability to self evaluate learning needs of themselves and the children they work with</li> <li>• Effective organisational skills</li> <li>• Display work effectively, and make and maintain basic teaching resources</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children of relevant age or with general / specific special needs</li> <li>• Demonstrate levels of numeracy and literacy equivalent to GCSE (A-C) or NVQ Level 2</li> </ul>	
<b>Qualification / Educational</b>	<ul style="list-style-type: none"> <li>• Good Literacy and Numeracy skills</li> <li>• NVQ3 for Teaching Assistants or equivalent qualification or experience</li> <li>• Evidence of ongoing training in relevant strategies e.g. in particular curriculum / learning area or pastoral support</li> <li>• Although not essential it is desirable that the candidate holds an up to date First Aid certificate</li> </ul>	

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS)